



STATE OF ALABAMA DEPARTMENT OF FINANCE

Division of Risk Management

777 South Lawrence Street
Montgomery, Alabama 36104
Telephone (334) 223-6120 Fax (334) 223-6154
www.finance.alabama.gov

Robert Bentley
Governor

Bill Newton
Acting Director of Finance

Ben M. Spillers
Risk Manager

MEMORANDUM

To: Department-Agency Head/Training Directors

From: Samuel E. Boswell, Director
State Employee Assistance Program

Date: May 4, 2015

Re: State Employee Assistance Program Training

The State Employee Assistance Program (SEAP) is providing a one hour seminar on “**Authentic Leadership**” in June 2015. This training is available throughout the state at various locations and is open to all state employees of agencies participating in our SEAP. The number of participants for this training will be limited to the number of slots available at each training location shown below. **Please register early! Seminars can only be held if registration exceeds 25 attendees seven days prior to the scheduled seminar.**

We request that you provide widest dissemination of this training announcement throughout your agency and encourage supervisors to allow as many employees as possible to attend the seminar held in their work location. The number of requested training slots that we confirm will be based on a first come, first served basis for each training location. The training dates, times, and locations are as follows:

- For Jefferson County and surrounding counties:

Location: Department of Transportation Auditorium in Birmingham
Address: 1020 Bankhead Highway West, 35204
Date: June 25, 2015
Time: 10:30 A.M.-11:30 A.M.
Available Slots: 55

- For Montgomery County and surrounding counties:

Location: State Capitol Auditorium in Montgomery
Address: 600 Dexter Avenue, 36104
Date: June 11, 2015
Time: 10:30 A.M.-11:30 A.M.
Available Slots: 210

- For Mobile County and surrounding counties:

Location: Department of Transportation Building N in Mobile
Address: 1701 I-65 West Service Road North, 36618
Date: June 17, 2015
Time: 11:00 A.M.-12:00 Noon.
Available Slots: 130

- For Madison County and surrounding counties:

Location: Department of Human Resources 1st Floor Auditorium in Huntsville
Address: 2206 Oakwood Avenue NW, 35810
Date: June 9, 2015
Time: 11:00 A.M.-12:00 Noon
Available Slots: 90

- For Tuscaloosa County and surrounding counties:

Location: Department of Transportation Auditorium in Tuscaloosa
Address: 2715 East Skyland Boulevard, 35405
Date: June 10, 2015
Time: 10:30 A.M.-11:30 A.M.
Available Slots: 50

- For Houston County and surrounding counties:

Location: Department of Public Health Auditorium in Dothan
Address: 1781 East Cottonwood Road, 36302
Date: June 30, 2015
Time: 10:30 A.M.-11:30 A.M.
Available Slots: 90

We are offering **1 CEU credit** for this training for each Social Worker employee participant that would like to receive this credit as granted by the Alabama State Board of Social Work Examiners and **1 CPE credit** for Accountants as granted by the State Accountancy Board. Therefore, please be sure to inform all of your Social Workers and Accountants of this offer and ask them to indicate their desire to receive this credit when they sign in for this training.

Each work location should consolidate their request for the total number of slots desired when possible. **Names of participants are not needed;** only the number of slots needed for your agency, the location and the date. Please do not **request a slot unless you actually have a specific person that intends to attend this training. Slots should not be reserved in anticipation that an employee *might* want to attend.** Also, please provide the phone number, e-mail address, and name of your point of contact when you submit your request. You may submit your request for training slots by email to Sam.Boswell@finance.alabama.gov.

If you have any questions regarding these training sessions, please call (334) 223-6153 or e-mail as shown above. **Please ensure your employees are informed of the location and address for the training site they will attend.**